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# DEPARTMENT OF COMMERCE



## VETERANS' RECRUITMENT AND EMPLOYMENT OPERATIONAL PLAN FISCAL YEAR 2011-2012

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## **SECTION I – DEPARTMENT OF COMMERCE OVERVIEW**

The Department of Commerce, established by a Congressional Act on February 14, 1903, is one of the oldest executive-level departments in the Federal Government. The Department is a dynamic organization with a diverse mission that impacts national and international business, the economy, telecommunications, research, trade, and weather forecasting. The Department's workforce is comprised of approximately 45,000 dedicated employees serving within 12 bureau-level offices that report directly to the Office of the Secretary. The Department is comprised of the following bureaus, each with distinct functions:

- ❑ *Bureau of Economic Analysis* - Provides timely, relevant, and accurate economic data to promote a better understanding of the U.S. economy.
- ❑ *Bureau of the Census* - Serves as the leading source of quality population data.
- ❑ *Bureau of Industry and Security* - Protects the national, economic, cyber, and homeland security of the United States.
- ❑ *Economic Development Administration* - Works in partnership with state and local governments, regional economic development districts, public and private nonprofit organizations, and Native American tribes to help afflicted communities in addressing problems associated with economic distress, such as recovering from the economic impact of natural disasters as well as the closure of military installations and other Federal facilities.
- ❑ *Economics and Statistics Administration* - Provides broad and targeted economic data, analyses, and forecasts for use by Federal Government agencies, businesses, and other institutions. Additionally, develops domestic and international economic policy.
- ❑ *International Trade Administration* - Strengthens the competitiveness of U.S. industry, promotes trade and investment, and ensures fair trade and compliance with trade laws and agreements.
- ❑ *Minority Business Development Agency* - Facilitates advancement in the establishment and growth of minority-owned businesses in the United States. As the only Federal agency created specifically for improving minority-owned businesses, it is dedicated to creating jobs and impacting local economies in minority communities by fostering the competitiveness of minority firms.
- ❑ *National Institute of Standards and Technology* - Promotes U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology to enhance economic security and improve Americans' quality of life.
- ❑ *National Oceanic and Atmospheric Administration* - Focuses on the condition of the oceans and atmosphere, providing environmental information products and stewardship services as well as performing scientific research on ecosystems, climate, weather, water, commerce, and transportation.
- ❑ *National Technical Information Service* - Serves as the largest central resource for government-funded scientific, technical, engineering, and business-related information.
- ❑ *National Telecommunications and Information Administration* - Serves as the President's principal advisor on telecommunications and information policy issues, and in this role frequently works with other Executive Branch agencies to develop and present the Administration's position on these issues.
- ❑ *Patent and Trademark Office* - Promotes the progress of science and the useful arts by securing to inventors the exclusive right to their discoveries for limited periods of time.

## **SECTION II – MISSION, VISION, AND STRATEGIC AND MANAGEMENT INTEGRATION GOALS**

### **Mission:**

The Department of Commerce creates conditions for economic growth and opportunity by promoting innovation, entrepreneurship, competitiveness, and stewardship.

### **Vision:**

For almost a century, the Department of Commerce has partnered with American businesses to maintain a healthy and prosperous United States. In so doing, it has established an exemplary record of innovation in manufacturing, transportation, communications, measurement, and materials.

Consequently, the Department's vision is to ensure that the U.S. remains a leader in the global economic arena while simultaneously being a model employer of Veterans.

### **Strategic Goals:**

- ☐ Provide information and tools to maximize U.S. competitiveness and enable economic growth for American industries, workers, and consumers.
- ☐ Foster science and technological leadership by protecting intellectual property, enhancing technical standards, and advancing measurement science.
- ☐ Observe, protect, and manage the Earth's resources to promote environmental stewardship.

### **Management Integration Goal:**

- ☐ Achieve organizational and management excellence.

**SECTION III – VETERANS' WORKFORCE GOALS AND DEMOGRAPHICS**

The Department of Commerce's leadership upholds its commitment to hiring, developing, and promoting its Veteran workforce. In support of Veterans' hiring, the Secretary of Commerce, Deputy Secretary of Commerce, and additional senior leadership conduct periodic analyses of Veterans' hiring data and regularly monitor Departmental efforts in promoting Commerce as an "Employer of Choice" to the military community and Veterans' Service Organizations. The *Department of Commerce Veterans' Recruitment and Employment Operational Plan Fiscal Year 2011-2012* includes overarching goals targeted to increasing Commerce's new hires of Veterans:

1. Veterans' new hires
2. Veterans who are 30% or more disabled
3. Veterans' overall representation

The Department has historically been committed to increasing the employment of non-disabled and disabled Veterans through various strategic initiatives, which has resulted in a steady increase in Veterans' new hires as illustrated in Table 1 below.

**Table 1. Veterans' New Hires Trend Analyses (by Veterans' preference category)**

Fiscal Year (FY)	5-Point Preference (TP)	Veterans with Disabilities			Total
		10-Point Disability Preference (XP)	10-Point Compensable Disability Preference (CP)	10-Point 30% Compensable Disability Preference (CPS)	
FY 2010	734	51	60	91	936
FY 2009	1,009	74	75	118	1,276*
FY 2008	555	23	49	86	713
FY 2007	483	22	48	49	602

Source: Data collected from the National Finance Center (NFC) system.

\*2010 Decennial Census Operations contributed to the tremendous increase in hiring Veterans.

## **SECTION IV – ROLES AND RESPONSIBILITIES**

The Department of Commerce's senior leadership's commitment to develop human capital initiatives that facilitate the achievement of the established goals is critical for the successful implementation of the *Department of Commerce Veterans' Recruitment and Employment Operational Plan Fiscal Year 2011-2012*. Through the proper allocation of resources and incorporation of human capital management in hiring managers' performance plans, senior leadership can sustain the efforts. The following enumerates key stakeholders as well as their corresponding roles and responsibilities:

### **The Secretary and Other Senior Officials:**

- ☐ Serve on the Interagency Council on Veterans' Employment (established by Executive Order 13518).
- ☐ Communicate to senior leadership the Department's commitment to Veterans' hiring during executive management team meetings and other appropriate venues.

### **Director for Human Resources Management, Deputy Chief Human Capital Officer:**

- ☐ Takes the lead in incorporating the *Department of Commerce Succession Plan*, facilitates the coordination and collaboration among divisions, develops and implements the communication strategy, and manages the accountability system.

### **Director for Human Resources Management, Deputy Chief Human Capital Officer, and Principal Human Resources Managers:**

- ☐ Ensure that Veterans' employment initiatives are linked to the Department's strategic and human capital planning.
- ☐ Communicate the Department's vision and commitment to executive staff, committees, and internal councils.

### **Veterans' Employment Program Managers:**

- ☐ Collaborate with hiring managers who have open vacancy announcements and provide resumes of 30% or more service-connected disabled veterans and Schedule A veterans who meet the qualification requirements.
- ☐ Conduct continuous mining and sourcing of Veteran resumes from the Office of Personnel Management's [www.USAJobs.gov](http://www.USAJobs.gov) website.
- ☐ Provide career counseling to Veteran applicants and advocate the employment of Veterans throughout the Department.
- ☐ Coordinate and lead Veterans' recruitment activities involving the Department's bureaus and hiring managers.
- ☐ Provide guidance and expertise to hiring managers to enable the use of noncompetitive Veterans' appointment authorities.
- ☐ Coordinate training session for all hiring managers and human resources practitioners.
- ☐ Partner with the Department of Veterans Affairs and Department of Labor on programs that provide developmental training opportunities to Veterans.
- ☐ Collaborate with servicing human resources offices' staffing specialists to identify qualified Veteran applicants for job opportunities.

## **SECTION V – OPERATIONAL FRAMEWORK AND INFRASTRUCTURE**

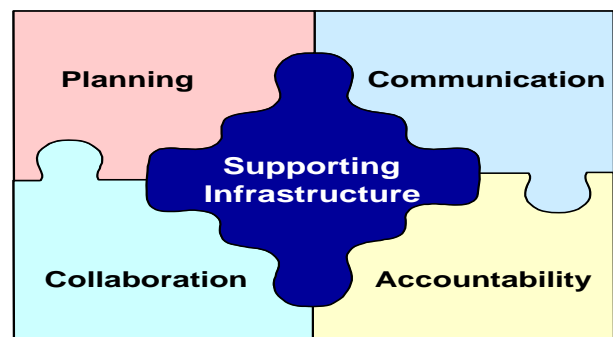
The *Department of Commerce Veterans' Recruitment and Employment Operational Plan Fiscal Year 2011-2012* adapted the framework of the Federal Government-wide *Veteran Recruitment and Employment Strategic Plan* for FY 2011 through FY 2012. The framework is built upon four key concepts:

1. *Leadership Commitment* - Establish a governance structure and infrastructure dedicated solely to the employment of Veterans in the Federal Government.
2. *Skills Development and Employment* - Focus on providing employment counseling and aligning the talents and aspirations of Veterans and transitioning service members with civil service career opportunities.
3. *Marketing Veterans' Employment* - Create a marketing campaign targeted to Veterans and transitioning service members on the benefits of continuing their careers within the Federal civil service, and to hiring officials on how Veterans can meet skills demands of their organizations.
4. *Information Gateway* - Create a single-source website for disseminating accurate and consistent Veteran employment information and resources for Veterans, human resources practitioners, and hiring officials.

### **Supporting Infrastructure:**

Strategies and policies within the following four areas are essential for building and sustaining the *Department of Commerce Veterans' Recruitment and Employment Operational Plan Fiscal Year 2011-2012*:

- ❑ *Planning* - Linking the *Department of Commerce Veterans' Recruitment and Employment Operational Plan Fiscal Year 2011-2012* to the *Commerce Succession Plan* and the *Department of Commerce Human Capital Strategic Plan*. All plans are reviewed regularly and adjusted as needed to ensure continued alignment with overall Federal Government-wide initiatives.
- ❑ *Communication* - Implementing a communications strategy that (1) ensures all senior leaders, hiring managers, Principal Human Resources Managers, human resources practitioners, and employees understand the Department's goal of increasing Veterans' employment opportunities; and (2) provides regular progress reports on the accomplishment of action strategies.
- ❑ *Collaboration* - Fostering an environment of learning, innovation, and collaboration between servicing human resources offices, Veterans' employment bureau coordinators, and special emphasis program managers.
- ❑ *Accountability* - Measuring progress towards achieving established goals. The results are used to fine-tune future operational plans.



**SECTION VI – KEY COMPONENTS IN VETERANS' HIRING AND RETENTION**

The Department of Commerce has identified the following key components in its efforts to hire and retain Veterans:

- ☐ Leadership Commitment
- ☐ Skill Development and Employment
- ☐ Marketing Veterans' Employment
- ☐ Information Gateway

Section VI of this report contains the following tables, individually addressing these components and providing specific strategies and action items to enable the Department's success in increasing Veterans' hiring retention:

KEY COMPONENT	LOCATION
Leadership Commitment	Page 8
Skill Development and Employment	Pages 9 - 10
Marketing Veterans' Employment	Pages 11 - 12
Information Gateway	Page 13



**KEY COMPONENT: LEADERSHIP COMMITMENT**

<b>Leadership Commitment:</b> Establishes a governance structure and infrastructure dedicated solely to the employment of Veterans in the Federal Government	
<b>Federal Government-wide Strategic Goal:</b> Ensure Federal leaders advocate the value and importance of hiring Veterans in the Federal Government	
<b>Federal Government-wide Strategies:</b> Create a governance structure within the Federal Government to provide leadership and accountability for Veterans' employment. Create advocates for Veterans' employment within each Federal Agency.	
Commerce Operational Goal/Objective	Strategies/Action Items
Increase Veterans' hiring, including those who are 30% or more disabled.	<ul style="list-style-type: none"> <li>■ Engage in activities with Veterans' Service Organizations (e.g., Blind Veterans, Disabled Veterans of America, etc.) to provide employment information to Veteran service members and address the challenges that disabled service Veterans face during the Federal hiring process.</li> <li>■ Educate and train supervisors and managers on Veterans' preference and noncompetitive appointments for preference eligible Veterans, as well as reasonable accommodations through the Computer/Electronic Accommodations Program (CAP) and the Job Accommodation Network (JAN).</li> <li>■ Ensure human resources policy is current and reflective of the Federal Government-wide Veterans' Hiring Initiative.</li> <li>■ Conduct accountability audits of delegated examining units to ensure proper adjudication of Veterans' preference and compliance with applicable laws and regulations.</li> </ul>
<b>Measure</b>	
<ul style="list-style-type: none"> <li>■ Number of Veterans hired within the Department</li> </ul>	
<b>Expected Outcome</b>	
<ul style="list-style-type: none"> <li>■ Increase in number of Veterans hired compared to the previous fiscal year</li> <li>■ Increase in Veterans who are 30% or more disabled</li> <li>■ Increase in overall Veterans' representation within the Department</li> </ul>	

**KEY COMPONENT: SKILL DEVELOPMENT AND EMPLOYMENT**

**Skill Development and Employment:** Focuses on providing employment counseling and aligning the talents and aspirations of Veterans and transitioning service members with civil service career opportunities.

**Federal Government-wide Strategic Goal:** Align Veterans' and transitioning service members' skills and career aspirations to Federal employment opportunities.

**Federal Government-wide Strategies:** Match Veterans' skills with Federal career opportunities. Improve Veterans and transitioning service members' success in obtaining and maintaining a Federal career. Maximize the transition assistance experience for all service members and spouses.

Commerce Operational Goal/Objective	Strategies/Action Items
Match Veterans' competencies to mission-critical occupations.	<ul style="list-style-type: none"> <li>■ Participate in targeted Veterans' recruitment career fairs sponsored by Veteran Service Organizations (VSO), colleges and universities, and other institutions that have Veteran representation, including Veterans with disabilities.</li> <li>■ Provide access to over 2,500 training courses through the Department's Commerce Learning Center.</li> <li>■ Ensure that Veterans hired under the Veterans Recruitment Appointment (VRA) authority with less than 15 years of education are provided mandatory training plans.</li> <li>■ Offer tools and strategies to assist Veterans with navigating their careers via the "Commerce Careers in Motion Program." Additionally, the Department will offer opportunities for Veterans to participate in formal mentoring partnerships through the Department-wide Mentoring Program.</li> <li>■ Provide on-the-job training opportunities to participants in the "Coming Home to Work Program" and the "Vocational Rehabilitation and Employment (VR&amp;E) Program" sponsored by the Department of Veterans Affairs.</li> <li>■ Participate in the "Operation Warfighter Program," sponsored by the Department of Defense's Severely Injured Center.</li> </ul>
<b>Measure</b>	
<ul style="list-style-type: none"> <li>■ Number of Veterans hired in mission-critical occupations</li> </ul>	
<b>Expected Outcome</b>	
<ul style="list-style-type: none"> <li>■ Increase in number of Veterans in mission-critical occupations</li> <li>■ Increase in number of Veterans participating in Departmental training programs and courses</li> <li>■ Increase in partnership with other Federal agencies and state vocational offices</li> </ul>	

**KEY COMPONENT: SKILL DEVELOPMENT AND EMPLOYMENT (Continued)****Department of Commerce Leadership Development Programs:**

The Department promotes internal advancement opportunities for all Veterans through the Department's leadership development programs. The programs serve as a pipeline to provide managers with a pool of high-caliber employees from which to fill mission-critical occupations and additional positions. The Department's leadership programs provide employees with programs that identify and develop emerging leaders in engaging learning experiences. Additionally, these programs fully support the Department of Commerce's *Human Capital Strategic Plan* and *Succession Plan*.

- ❑ *The Aspiring Leaders Development Program (ALDP)* - The ALDP program uses an integrated approach to provide a series of developmental experiences that include 3 non-consecutive weeks of core training including instructor-led formal training, seminars, online courses, developmental work assignments, mentoring from senior managers, book readings and discussions, management interviews, shadowing assignments, writing assignments, 3 book forums, a 45-day developmental assignment, and team action learning projects and presentations
- ❑ *The Executive Leadership Development Program (ELDP)* - The ELDP enhances leadership competencies for GS-13 through GS-14 or equivalent candidates with an initial personal assessment, formal training and seminars, a 120-day developmental assignment at a Commerce organization, an action learning team project, and access to individual mentors and coaches.
- ❑ *The Senior Executive Service Candidate Development Program (SES CDP)* - The SES CDP provides GS-14 through GS-15 or equivalent candidates with a wide variety of competency-based leadership development experiences. The program curriculum enhances leadership competencies through an initial personal assessment, formal training and seminars, a 120-day developmental assignment away from the home office, an action learning team project, and access to individual SES mentors.

**Project Management Certificate Program:**

The Department offers employees an opportunity to earn a certificate in Project Management through the Project Management Certificate Program. Program participants develop the following skill set:

- ❑ Estimate project cost and schedules using simple techniques
- ❑ Plan, estimate, and organize project efforts
- ❑ Identify customer requirements using proven techniques
- ❑ Manage projects with tight deadlines and limited budgets

**KEY COMPONENT: MARKETING VETERANS' EMPLOYMENT**

**Marketing Veterans' Employment:** Creates a marketing campaign targeted to Veterans and transitioning service members on the benefits of continuing their careers with the Federal civil service as well as targeted to hiring officials on how Veterans can meet skills demands in their organizations.

**Federal Government-wide Strategic Goal:** Ensure that Federal agencies view Veterans' skills and dedication as essential in meeting mission objectives.

**Federal Government-wide Strategies:** Promote Veterans and their employment in the Federal Government. Promote the Federal Government to Veterans, transitioning service members, and their spouses as the "Employer of Choice."

Commerce Operational Goal/Objective	Strategies/Action Items
Implement recruitment strategies to showcase the Department as the "Employer of Choice."	<ul style="list-style-type: none"> <li>■ Participate in targeted Veteran career fairs sponsored by Veteran Service Organizations (VSO), colleges, universities, and other institutions that have veteran representation, including Veterans with disabilities.</li> <li>■ Educate hiring managers on the use of various hiring flexibilities, including the Veterans Recruitment Appointment (VRA) authority and the 30% or more disabled Veterans hiring authority to accelerate the hiring process for disabled Veterans.</li> <li>■ Continue to collaborate with state, local, and Federal Government Veterans' program officers to actively recruit Veterans and disabled Veterans.</li> <li>■ Establish relationships with military installations' transition assistance offices and present employment opportunity information sessions to service members who are within 180 days of separation when invited by installation.</li> <li>■ Market the Department of Commerce as a military friendly "Employer of Choice" through VSOs and advertising mediums such as G. I. Jobs magazine.</li> </ul>

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**COMMERCE VETERANS' RECRUITMENT AND EMPLOYMENT OPERATIONAL PLAN FY 2011-12**

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Commerce Operational Goal/Objective	Strategies/Action Items
<p>Establish a “One Source” repository of information for Veterans, transitioning service members and their families, HR practitioners, and hiring managers. Additionally, implement communication strategies that aim at promoting and advocating for the recruitment, hiring, and advancement of Veterans.</p>	<ul style="list-style-type: none"> <li>■ Provide detailed information on the recruitment of disabled Veterans, which has been made available as a reference tool for managers on the Department of Commerce Veterans’ Hiring Initiatives website: <a href="http://www.hr.commerce.gov/Careers/Veterans/index.htm">http://www.hr.commerce.gov/Careers/Veterans/index.htm</a>. The website is accessible to more than 40,000 Department employees (including hiring managers), Veteran applicants, Veteran Service Organizations, and the general public.</li> <li>■ Educate and train supervisors and managers on Veterans’ preference and noncompetitive appointments for disabled Veterans.</li> <li>■ Conduct Equal Employment Opportunity (EEO) training for new supervisors, which includes reasonable accommodations training to ensure that no qualified individual is denied the opportunity for advancement solely based upon his or her disability.</li> <li>■ Develop recruitment materials that can be disseminated to Servicing Human Resources Offices, hiring managers, and VSOs, etc., providing detailed contact information of Veterans’ program managers with the weblink to the Department Veterans’ Initiatives website (<a href="http://hr.commerce.gov/Careers/Veterans/index.htm">http://hr.commerce.gov/Careers/Veterans/index.htm</a>) and the OPM Veterans’ Employment Website (<a href="http://www.fedshirevets.gov">www.fedshirevets.gov</a>).</li> <li>■ Create reports for senior leaders to evaluate progress on Veterans’ hiring initiatives.</li> </ul>
<b>Measure</b>	
<ul style="list-style-type: none"> <li>■ Number of Veterans hired within the Department</li> </ul>	
<b>Expected Outcome</b>	
<ul style="list-style-type: none"> <li>■ Increase in communication between hiring managers and human resources practitioners</li> <li>■ Increase in Veterans’ representation within the Department’s workforce</li> <li>■ Increase in number of outreach activities with Veterans’ Service Organizations (VSO), universities, and major military installations</li> <li>■ Increase in number of Veterans hired through VSOs, universities, and major military installations under various Veterans appointing authorities</li> </ul>	

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**COMMERCE VETERANS' RECRUITMENT AND EMPLOYMENT OPERATIONAL PLAN FY 2011-12**

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**KEY COMPONENT: INFORMATION GATEWAY**

<b>Information Gateway:</b> Ensure Veterans, transitioning service members and their families, HR professionals, and hiring managers receive accurate and consistent information regarding Veterans' employment	
<b>Federal Government-wide Strategic Goal:</b> Ensure Veterans, transitioning service members and their families, HR professionals, and hiring managers receive accurate and consistent information regarding Veterans' employment.	
<b>Federal Government-wide Strategy:</b> Provide accurate and consistent information to Veterans, transitioning service members, military spouses, HR professionals, and hiring managers. Ensure HR professionals and HR hiring officials are well-versed on Veterans' Preference, special hiring authorities, and reasonable accommodations for Veterans, transitioning service members and their families.	
Commerce Operational Goal/Objective	Strategies/Action Items
Ensure Veterans, transitioning service members and their families, HR practitioners, and hiring managers receive accurate and consistent information regarding Veterans' employment.	<ul style="list-style-type: none"><li>■ Provide easy access to the OPM Veterans' Employment Website from the Commerce Veterans' Hiring Initiative website to ensure consistent and accurate information across the Department.</li><li>■ Provide detailed information on the tools and techniques for recruiting veterans through various hiring flexibilities which have been made available as a reference tool for managers and accessible to more than 40,000 Department employees, Veteran applicants, Veteran Service Organizations, and the general public via the Department of Commerce Veterans' Hiring Initiatives website: <a href="http://www.hr.commerce.gov/Careers/Veterans/index.htm">http://www.hr.commerce.gov/Careers/Veterans/index.htm</a>.</li><li>■ Educate and train supervisors and managers on Veterans' preference and non-competitive appointments for preference eligible Veterans.</li><li>■ Develop policy mechanism to better share unsolicited resumes through agencies and bureaus</li></ul>
Measure	
<ul style="list-style-type: none"><li>■ Number of Veterans hired</li></ul>	
Expected Outcome	
<ul style="list-style-type: none"><li>■ Increase in number of Veterans hired</li><li>■ Increase in the use of special hiring authorities to appoint Veterans to Commerce positions</li><li>■ Increase in communication between hiring managers and human resources practitioners</li></ul>	

**SECTION VII – VETERANS' REPRESENTATION IN MISSION-CRITICAL OCCUPATIONS**

As an essential aspect of ensuring organizational effectiveness in fulfilling organizational goals, the Department of Commerce ensures that the right people are in the right place, with the right skills. Consequently, the Department has identified 23 mission-critical occupations that play a central role in carrying out Commerce's mission and vision. Table 2 presents a profile of Veteran representation in FY 2010 in Commerce mission-critical occupations workforce.

**Table 2. Veterans' Representation in Mission-Critical Occupations in FY 2010 (by Veterans' preference category)**

Mission-Critical Occupations	5-Point Preference (TP)	Veterans with Disabilities			Total Veterans MCO's	Total Commerce MCO's
		10-Point Disability Preference (XP)	10-Point Compensable Disability Preference (CP)	10-Point 30% Compensable Preference (CPS)		
0110 Economist	17	1	3	1	22	530
0201 Human Resources	26	4	10	17	57	460
0301 Miscellaneous Administration and Program Management	930	87	54	102	1173	7753
0343 Management Program Analyst	98	11	15	26	150	1438
0482 Fishery Biology	37	0	6	4	47	1054
0500 Accounting And Budgeting	4	0	0	1	5	165
0855 Electronic Engineer	23	1	1	1	26	313
0905 General Attorney	27	1	0	4	32	908
1101 General Business & Industry	67	4	5	9	85	825
1102 Contract Specialist	24	0	3	8	35	235
1140 Trade Specialist	42	1	8	2	53	706
1224 Patent Administration	164	5	10	11	190	6926
1301 Physical Scientist or General Physical Science	66	3	5	11	85	917
1310 Physicist	7	0	0	0	7	411
1315 Hydrology	25	1	2	4	32	305
1320 Chemistry	11	0	0	0	11	332
1340 Meteorologist	282	8	33	13	336	2713
1360 Oceanography	13	2	0	0	15	259

**COMMERCE VETERANS' RECRUITMENT AND EMPLOYMENT OPERATIONAL PLAN FY 2011-12**

Mission-Critical Occupations	5-Point Preference (TP)	Veterans with Disabilities			Total Veterans MCO's	Total Commerce MCO's
		10-Point Disability Preference (XP)	10-Point Compensable Disability Preference (CP)	10-Point 30% Compensable Preference (CPS)		
1529 Math Statistician	9	0	0	0	9	452
1530 Statistician	57	8	1	4	70	1771
1550 Computer Science	9	0	0	1	10	253
1801 General Inspection Investigation & Compliance	25	1	2	2	30	242
2210 Information Technology Specialist	466	25	40	57	588	3561
<b>TOTAL</b>	<b>2429</b>	<b>163</b>	<b>198</b>	<b>278</b>	<b>3068</b>	<b>35259</b>

Source: Data collected from the National Finance Center (NFC) reflects information for Fiscal Year 2010



**Targeted Mission-Critical Occupations:**

For FY11 and FY12, the Department of Commerce's goal is to increase Veterans' representation within the mission-critical occupations (MCO) of 0201 Human Resources Specialist and 1102 Contract Specialist. Table 3 illustrates the Department's trend of Veterans' representation within the 0201 and 1102 occupational series.

**Table 3. Veterans' Representation in Targeted MCO's Trend Analyses**

Targeted MCO's	FY 2010	FY 2009	FY 2008	FY 2007
0201 Human Resources Specialist	57	52	56	48
1102 Contract Specialist	35	25	26	29

*Source: Data collected from the National Finance Center (NFC) system.*

The Department will use the following strategies to make progress toward meeting the goal of increasing Veterans' representation in the targeted MCO's of 0201 Human Resources Specialist and 1102 Contract Specialist:

- ☐ Utilize the Presidential Management Fellows (PMF) program to identify Veteran candidates
- ☐ Collaborate with hiring managers who have open vacancy announcements for targeted MCO's and encourage consideration of Veterans who are eligible for non-competitive appointments
- ☐ Identify, recommend, and refer qualified Veteran applicants from the "Coming Home to Work" program and the "Vocational Rehabilitation and Employment Program," sponsored by the Department of Veterans Affairs
- ☐ Collaborate with the Department of Labor's "Recovery and Employment Assistance Lifelines Program" to identify qualified Veterans who are 30% or more disabled
- ☐ Participate in the "Operation Warfighter Program," sponsored by the Department of Defense's Severely Injured Center, to offer developmental work assignments to disabled service members who are on medical hold pending separation
- ☐ Review resumes from the Department of Labor's "Workforce Recruitment Program" database, which contains over 2,200 resumes of undergraduate and college students who are disabled Veterans
- ☐ Participate in career fairs sponsored by Veteran Service Organizations (VSO), colleges, universities, and other institutions that have veteran representation, including Veterans with disabilities.
- ☐ Conduct continuous mining and sourcing of Veterans' resumes from the Office of Personnel Management's [www.USAJobs.gov](http://www.USAJobs.gov) website.

**SECTION VIII – COMMERCE PARTNERSHIPS WITH OTHER FEDERAL AGENCIES**

The Department of Commerce continues to foster partnerships with other Federal Government agencies to participate in the following Veterans' assistance programs:

Federal Agency	Program Overview and Highlights
Department of Veterans Affairs (Vocational Rehabilitation and Employment Service)	The "Coming Home to Work" program provides practical learning experiences to eligible service members who are pending medical separation from active duty at military treatment facilities.
Department of Defense (Office of the Under Secretary for Personnel and Readiness)	"Operation Warfighter" is a temporary developmental learning assignment/internship for service members returning from Operations Iraqi Freedom and Enduring Freedom who are undergoing treatment. It is designed to provide meaningful activities outside of the hospital environment and a formal means of transitioning back into the workforce.
Department of Defense (Civilian Personnel Management Service)	The "Hiring Heroes" program helps wounded Veterans find meaningful civilian jobs by providing resume building and interviewing workshops. The program hosts a series of career fairs at the Army and Navy medical treatment facilities for severely wounded troops returning from Iraq and Afghanistan.
Department of Labor (Veterans' Employment and Training Service)	"REALifelines" provides assistance programs, employment opportunities, and awareness initiatives to meet the needs of injured Veterans and their families. The Department cultivates contacts with the program office, local veteran organizations, employment referral organizations, and rehabilitation counselors to market employment opportunities to disabled Veterans.

**SECTION IX – COMMERCE REGIONAL AND FIELD OFFICES MATCHED TO LOCAL MILITARY INSTALLATIONS**

As part of the Department of Commerce's military recruitment strategy, major military installations throughout the United States were identified and were cross-linked to Commerce regional and field office locations (see Table 4 below). Most of the Army bases listed below have been designated as Community-Based Warrior in Transition Units (CBWTU). CBWTU are military hospitals with a primary mission of providing wounded warrior care that focuses on medical treatment, while the active duty service member is at home. Additionally, CBWTU provides medical case management to Army soldiers who are injured or ill as the result of their military service in the Global War on Terrorism. Commerce headquarters, regional, and field offices plan to partner with various military installations as part of the Veterans' recruitment efforts.

**Table 4. Commerce Regional and Field Offices Matched to Local Military Installations**

STATE	COMMERCE OFFICE(S)	MILITARY INSTALLATION(S)
<b>CALIFORNIA</b>	Census Bureau – Los Angeles	Beale Air Force Base Camp Pendleton Marine Corps Base Edwards Air Force Base Fort Hunter Liggett Army Base Fort Irwin Army Base Los Angeles Air Force Base Naval Base San Diego Travis Air Force Base Vandenberg Air Force Base
<b>COLORADO</b>	Census Bureau – Denver Economic Development Administration (EDA) – Denver National Institute of Standards and Technology (NIST) – Boulder National Oceanic and Atmospheric Administration (NOAA) – Boulder	Buckley Air Force Base Fort Carson Army Base Peterson Air Force Base Schriever Air Force Base
<b>DISTRICT OF COLUMBIA</b>	Department of Commerce – Headquarters	Barracks Marine Base Bolling Air Force Base Fort Lesley J. McNair Army Base Walter Reed Army Medical Center
<b>GEORGIA</b>	Census Bureau – Atlanta EDA – Atlanta	Fort Benning Army Base Fort Gillem Army Base Fort Gordon Army Base Fort McPherson Army Base Fort Stewart Army Base Moody Air Force Base Robins Air Force Base
<b>ILLINOIS</b>	Census Bureau – Chicago EDA – Chicago	Scott Air Force Base
<b>KANSAS</b>	Census Bureau – Kansas City	Fort Leavenworth Army Base Fort Riley Army Base McConnell Air Force Base

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**COMMERCE VETERANS' RECRUITMENT AND EMPLOYMENT OPERATIONAL PLAN FY 2011-12**


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STATE	COMMERCE OFFICE(S)	MILITARY INSTALLATION(S)
MARYLAND	Census Bureau – Suitland NIST – Gaithersburg National Oceanic and Atmospheric Administration (NOAA) – Silver Spring	Aberdeen Proving Ground Army Base Andrews Air Force Base  Fort Detrick Army Base  Fort George G. Meade Army Base National Naval Medical Center
MASSACHUSETTS	Census Bureau – Boston	Fort Custer Army Base Fort Devens Army Base Hanscom Air Force Base
MISSOURI	NOAA – Kansas City	Fort Leonard Wood Army Base Whiteman Air Force Base
NEW YORK	Census Bureau – New York	Fort Drum Army Base Fort Hamilton Army Base
NORTH CAROLINA	Census Bureau – Charlotte	Fort Bragg Army Base Pope Air Force Base Seymour Johnson Air Force Base
PENNSYLVANIA	Census Bureau – Philadelphia Economic Development Administration (EDA) – Philadelphia	Fort Indiantown Gap
TEXAS	Census Bureau – Dallas EDA – Austin	Brooks City Air Force Base Dyess Air Force Base Fort Bliss Army Base Fort Hood Army Base Fort Sam Houston Army Base Goodfellow Air Force Base Lackland Air Force Base Laughlin Air Force Base Naval Station Ingleside Randolph Air Force Base Sheppard Air Force Base
VIRGINIA	NOAA – Norfolk	Fort A.P. Hill Army Base Fort Belvoir Army Base Fort Eustis Army Base Fort Lee Army Base Fort Monroe Army Base Fort Pickett Army Base Fort Story Army Base Joint Base Myer-Henderson Hall Langley Air Force Base Newport Naval Station Norfolk Naval Station Quantico Marine Corps Base
WASHINGTON	Census Bureau – Seattle EDA – Seattle NOAA – Seattle	Everett Naval Station Fairchild Air Force Base Fort Lawton Army Base Joint Base Lewis-McChord Air Force Base